


SUBMIT EMPLOYMENT AND WAGE DETAIL

Introduction	<p>This section of the user guide will show how an authorized user can submit employment and wage detail information for employer accounts. It will also be shown how employment and wage detail/submission/calculation history can be viewed. Employment and wage detail reports are due from employers every quarter. The system provides multiple submission options and they are: real-time online file upload, FTP file upload, copy from previous quarter, manual entry, and no employment/wage submission. The employment and wage detail information can be submitted for current or prior quarters by using one of these filing methods. Upon submission, contributions, surcharges, interest, and penalties will be calculated and returned to the user.</p> <p>NOTE: If you wish to submit employment and wage detail for quarters prior to 2010, please refer to the section on 'SUBMIT EMPLOYMENT AND WAGE DETAIL FOR QUARTERS PRIOR TO 2010'.</p> <p>IMPORTANT: The step by step instructions in this section are limited to capturing details of completing the wage detail submission process in QUEST. In order to understand the process flows, key business rules and changes, security, error handling and for extensive detail on processing Employment and Wage Detail through the new QUEST system, please refer to the addendum: Employment and Wage Detail Guidelines and Information.</p>
Helpful hints	<ul style="list-style-type: none">• The manual filing method allows up to one hundred employee records to be entered. If more than one hundred employee records need to be submitted, the file upload method should be used.• It is not possible to submit an employment and wage detail report for future dates.• It is not possible to submit the employment and wage detail report more than once for each quarter. If the report was submitted incorrectly or incompletely, the adjustment or transfer or removal function should be used to make the corrections.• FTP file upload is applicable only for Employers/TPA(s) that submit more than 10,000 records per quarter

Step-by-Step Instructions:

Manual Entry Method:

1. Navigate to the employment and wage detail home page using the instructions provided in the section – 'Navigating to Employment and Wage Detail Reporting'.
2. Click on the link 'Submit Employment and Wage Detail'. The screen shown below will appear, prompting you to choose from the available filing methods.



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* Indicates Required Field

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Employer Account Number: **1000** Employer Name: **Employer**

Employment and Wage Detail Submission Process



Reporting Period

Employment and Wages Paid for the Quarter: October, November, December (Q4)
 Year: 2009

Filing Methods

If you have to report any changes to your account such as: Change in Ownership or Change of Address, please use the Account Maintenance link to perform these updates before you report quarterly employment and wages.

Select from the following Filing Methods:

- ☐ File Upload - Attach electronic wage file
- ☐ Copy from Previous Quarter - Modify previous quarter data
- ☐ Manual Entry - Enter individual wage records manually online
- ☐ No Employment and No Wage Report - No employment and no wages paid in quarter

Next

3. Using the radio buttons, click on the filing method of your choice. In this case, 'Manual Entry'.

4. The screen shown in the next page will appear. Enter the wage detail information as requested. Please refer to the screenshot for additional information on entering data.

NOTE: The maximum number of records that can be entered using manual entry is limited to 100. The page will initially display 25 blank rows for wage detail entries. Upon reaching 25 records, you can add more records by clicking on 'Add' at the end of the page. If you wish to periodically save the information being entered, click on the 'Save' button at the end of the page.

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Employer Information

Employer Account Number: 1000

Employer Name: Employer

If you encounter errors during save, the notices section will provide details on the error.

Mail Submission Process



Reporting Information

Employment and Wages Paid for the Quarter: April, May, June

Year: 2009

Submission Type: Original

This section provides instructions to enter data. Read this before proceeding to enter records.

Employment and Wage Detail Records

- Enter employee information in space provided. If additional rows are needed, please select 'Add'.
- To permanently delete an employee record from the employment and wage report check the 'Delete' checkbox and select 'Next' or 'Save'.
- If you have more than 25 employees and need to enter employee information across MULTIPLE pages:
 - Complete each page and select the next page number.
 - Do not click 'Next' until you have completed all pages.
- When selections are complete, select 'Save', or 'Next'.
- Please note that adjustments to the **MA Income Tax Amount Withheld** on the **Wage and Employment Report** will not amend the amount of withholding that you originally reported. If an adjustment to the **MA Income Tax Amount Withheld** of any employee results in an over/underpayment of your company's withholding tax, you must separately amend your withholding tax return(s) with the Department of Revenue (DOR). Employers filing withholding via DOR's WebFile for Business (WFB) should use the Amend function available through their WFB account. Other employers should use DOR's Form CA-6, Application for Abatement/Amended return, available at www.mass.gov/dor, to amend the withholding amount paid.

Wage Detail Records

	SSN	Last Name	First Name	MI	Unit Number [†]	UI Gross Wages [†]	MA Wages Subject to Withholding [†]	MA Income Tax Amount Withheld [†]	Delete
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									

Begin entering wage details for this quarter here. Maximum allowed is 100.

Click on the blue text to know more about the data to be entered in this column.

[Previous](#)

[Save](#)

[Add](#)

Sort Criteria

- To view a specific SSN or Last Name enter the appropriate data and select 'Search'

SSN:

[Search](#)

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Use this section to initiate search for an existing record from the manual entries for this quarter. It is useful when you have to quickly retrieve a previously saved record.

5. Once you have entered all the information, click on the 'Next' button to proceed to the next step.
6. The following screen will appear. Use the instructions on this page to complete the requested information.

NOTE: If required, please refer to the 'HOURS WORKED GUIDELINE' in Addendum.

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Employer Information

Employer Account Number: **1000** Employer Name: **Employer**

Employment and Wage Detail Submission Process

Reporting Information

Employment and Wages Paid for the Quarter: **April**
 Year: **2009**
 Submission Type: **Original**

IMPORTANT: Read the instructions here before completing this section.

Employment and Wage Detail Records

- The monthly employment data reported below should be a count of all full-time and part-time workers in covered employment (subject to Massachusetts's Unemployment Compensation Law) who performed services during the payroll period which includes the 12th of the month.
 - If an employee was employed in the payroll period based on the definition above, select 'Yes'.
 - If no employment for an employee in the payroll period based on the definition above, select 'No'.
- If you have more than 25 employees and need to enter employee information across MULTIPLE pages:
 - Complete each page and select 'Save' before clicking on the next page number.
 - Do not click 'Next' until you have completed and saved all pages.
- When selections are complete, select 'Save', or 'Next'.

	SSN	Last Name	First Name	MI	Unit Number	Employment Month#1	Employment Month#2	Employment Month#3	Hours Worked	Owner/Officer
1	100-	D	J		0	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="text"/>	No <input type="button" value="v"/>

Sort Criteria

- To view a specific SSN or Last Name enter the appropriate data and select 'Search' to continue.

SSN:

Last Name:

7. If you intend to save the records entered so far and return later, click on the 'Save' button. Otherwise, click 'Next' to continue.
8. The next page will display a summary of the gross wage detail information you entered. The wage detail information you entered will be grossed up at the reporting unit level (screenshot shown below). Click 'Next' to continue.

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Employer Information

Employer Account Number: **1000**

Employer Name: **Employer**

Employment and Wage Detail Submission Process



Reporting Information

Employment and Wages Paid for the Quarter: **April, May, June (Q2)**

Year: **2009**

Submission Type: **Original**

Employment and Wage Detail Report Summary

Number of Records: **1**

Total UI Gross Wages: **\$10,000.00**

Summary of Units Reported

Unit Number	Business Name	Number of Records	Total UI Gross Wages	MA Wages Subject to Withholding	DOR Withheld Amount
0	Employer	1	\$10,000.00	\$10,000.00	\$0.00

Summary Of Units Not Reported

Unit Number	Business Name
1	

- To continue processing your Employment and Wage Detail records, select 'Next'.
- To save data and continue in the future, select 'Save and Exit'. Click [here](#) for save and exit details.

[Previous](#)

[Save and Exit](#)

[Next](#)

9. On the next page, you will be requested to certify the employment and wage detail information being submitted. Use the checkbox to complete the certification and click 'Next' to continue.

10. A page will be displayed as shown below with the quarterly contributions due. If you would like to revisit your wage submission details at this point, you can do so by clicking on 'Previous'.

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Employer Information

Employer Account Number: **1000**

Employer Name: **Employer**

Employment and Wage Detail Submission Process



Reporting Information

Employment and Wages Paid for the Quarter: **April, May, June (Q2)**

Year: **2009**

Submission Type: **Original**

Quarterly Calculations

Quarterly Wages	Amount
Total UI Gross Wages *	\$10,000.00
UI Taxable Wages *	\$10,000.00
UHI Taxable Wages *	\$10,000.00
Contributions	
UI Contribution *	\$283.00
UHI Contribution *	\$0.00
Workforce Training Fund *	\$6.00
Secondary Uniform Adjustment *	\$0.00
Penalties and Interest	
Non Filer Penalty *	\$100.00
Interest *	\$9.31
Quarterly Amount Due *	\$398.31

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[Submit](#)

11. If you are ready to submit the wage detail report, click on 'Submit'. A confirmation number for your submission will be displayed on the next page indicating that the process is complete. On this page the 'Make Payment' link is also displayed, which will lead you to the payment process.

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Employer Account Number: **1000** Employer Name: **Employer**

Employment and Wage Detail Submission Process

```

graph LR
    1((1)) --> 2((2))
    2 --> 3((3))
    3 --> 4((4))
    4 --> COMPLETE[COMPLETE]
            
```

Employment and Wage Detail Report Submission Confirmation

- Thank you for using our online Employment and Wage Detail Submission process. You have successfully submitted an Employment and Wage Detail Report for Quarter April, May, June (Q2) of Year 2009.
- Your confirmation number is : 10004344_11060919172. For future reference, this number is in View Submission History.
- If you would like to make a payment for amounts due select 'Make Payment' at the bottom of this page.
- If you are closing your business and this is your final Employment and Wage Detail Report Select 'Account Maintenance' then 'Suspend Account' from the left navigation and proceed with the prompts.

Make Payment

File Upload method:

This method allows employers to submit information via a self service application. The file upload method should be used, whenever there are more than 100 records (the upper limit for manual entry). However, this method can also be used to process a lesser number of records. Within the file upload method, 3 options are available. They are: ICESA, EFW2 and Delimited. Key facts about file upload method are:


- The file upload method can be used to process up to 10,000 records. If you have more than 10,000 records, the FTP method should be used.
- The uploaded wage detail files would be processed immediately, if your file size is within 200 records. Otherwise, your file would be processed as part of a scheduled batch. You should be able to view the status of your submission the following day, using the link 'View Submission History'.
- The process to upload files using ICESA, EFW2 or Delimited is similar with the only difference being in the file format. Please refer to the addendum for additional information and extensive detail on file format, data definitions, formatting and file generation instructions for each of these formats.

Step by Step Instructions:

For the purposes of this illustration the 'Delimited' option will be used. The step by step instructions to process ICESA and EFW2 files would be the same, except for the file formats. In order to use this delimited option, the data that needs to be uploaded should be in the form of a comma delimited text file. The delimited file should file format should be like below (only one record shown for a sample).

10000000,0,20092,1,1,1,100000000,Smith,John,P,14000,0,0,255,n,

1. Follow the first 3 steps outlined in 'Manual Entry Method'.
2. Use the file upload method as your choice from the list of options and click 'Next'. The following screen will appear. On this screen choose 'Delimited' as your option and click 'Next'.



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Employer Information

Employer Account Number: **1000** Employer Name: **Employer**

Employment and Wage Detail Submission Process


Reporting Information

Employment and Wages Paid for the Quarter: **July, August, September (Q3)**
 Year: **2009**
 Submission Type: **Original**


File Format

- For details related to the most current file formats, select the appropriate link below.
- For details related to multiple file submissions or third party administrators (TPA) filings, click [here](#)

File Type	Record Length	File Extension
<input type="radio"/> Delimited ® (i.e., export from Excel with a comma delimiter)	Variable	.txt or .csv
<input type="radio"/> ICESA ® (NASWA Standard File Format)	275	.txt
<input type="radio"/> FEW2 ® (Formerly MMREF-SSA)	512	.txt

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3. The following screen will appear. Upload the file from your desktop and click 'Next'.



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Employer Account Number: **1000** Employer Name: **Employer**

Employment and Wage Detail Submission Process


Reporting Information

Employment and Wages Paid for the Quarter: **July, August, September (Q3)**
 Year: **2009**
 Submission Type: **Original**

Select Wage Detail File

Choose file by selecting the 'Browse' button. Once the file is selected, click 'Next'. If you have problems uploading a file contact DUA @ xxx-xxx-xxxx

[Browse...](#)

[Previous](#) [Next](#)

Click on Browse to upload the file from your desktop

4. The file will be processed by the system and the screen will look like below after successful upload. If the file upload is successful, a confirmation will be displayed along with the first 10 rows of data from the uploaded file. If errors are found in the file, the errors will be displayed. The user may choose to either correct the errors or ignore them. If the user chooses to ignore the errors and a record

contains a fatal error (e.g., a missing SSN), the system will reject the specific record. The system will accept records with non fatal errors (e.g., hours worked missing). Please refer to the addendum for a list of error messages encountered during employment and wage uploads.

NOTE: If you uploaded more than 200 records, the process will end here, with a message that your file will be processed in the batch process. You will be able to check the process status in the submission history.

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Employer Information

Employer Account Number: **1000** Employer Name: **Employer**

Employment and Wage Detail Submission Process

Reporting Information

Employment and Wages Paid for the Quarter: **July, August, September (Q3)**

Year: **2009**

Submission Type: **Original**

File Preview

The following are the first ten (10) records accepted from your file. If one of the first ten records in the file submitted has a fatal error, it will not appear. For example, If record "1" has a fatal error and record "2" is clean, "2" will be the first number that appears in the record number column. If there is a problem with the file, please select "Previous" to resubmit a file online.

Record Number	SSN	Last Name	First Name	MI	UI Gross Wages	MA Wages Subject to Withholding	MA Income Tax Amount Withheld	Hours Worked	Owner/Officer	Unit Number
1	0*	Smith	John	P	\$14,000.00	\$0.00	\$0.00	255	No	0

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Click 'Next' to continue. The next page will display a summary of the gross wage detail information you entered. (as shown below). The wage detail information you entered will be summed up at the reporting unit level.

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Employer Information

Employer Account Number: **1000** Employer Name: **Employer**

Employment and Wage Detail Submission Process

Reporting Information

Employment and Wages Paid for the Quarter: **July, August, September (Q3)**

Year: **2009**

Submission Type: **Original**

Employment and Wage Detail Report Summary

Number of Records: **1**

Total UI Gross Wages: **\$14,000.00**

Summary of Units Reported

Unit Number	Business Name	Number of Records	Total UI Gross Wages	MA Wages Subject to Withholding	DOR Withheld Amount
0	Employer	1	\$14,000.00	\$0.00	\$0.00

Summary Of Units Not Reported

Unit Number	Business Name
1	

- To continue processing your Employment and Wage Detail records, select 'Next'.
- To save data and continue in the future, select 'Save and Exit'. Click [here](#) for save and exit details.

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- From here on, the process is similar to manual entry method. Go to step 9 of the manual entry if you wish to continue reading instructions.

No Employment and No Wage Report:

'No Employment and No Wage Report' option can be used by employers if they intend to report no employment and wages for a quarter. This option should be used only if there are no DOR (Dept. of Revenue) or DUI wages for the quarter. This filing method should not be used if the employer had employees under employ who did not earn any wages during the quarter. In such cases, their information must be reported via one of the other filing methods using a "\$0.00" entry under UI Gross Wages. Step by step instructions are:

- Follow the first 3 steps outlined in 'Manual Entry Method'.
- On the screen that appears, use 'No Employment and No Wage Report' as your choice from the list of options. Click 'Next'.
- The following screen will appear. Complete the filing process by clicking 'Submit' and a confirmation page will appear afterwards.

Copy from previous quarter:

When this method is used, the employee details from a past quarter (as specified by the user) are copied into the quarter for which you are filing, thereby reducing the data entry time.

NOTE: Only the employee details will be copied from the previous quarter. The wage details from each employee record will not be copied.

- Follow the first 3 steps outlined in 'Manual Entry Method'.
- Use 'Copy from Previous Quarter' as your choice from the list of options. Click 'Next'.
- The following screen will appear. Use the dropdown list to select the quarter to be used as the source for copying and click on 'Search'.

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Employer Account Number: **1000** Employer Name: **Employer**

Employment and Wage Detail Submission Process

1 Select Filing Method → 2 Submit Wage Information → 3 Confirm Submission → 4 Process and Calculate → COMPLETE

Reporting Information

Employment and Wages Paid for the Quarter: **July, August, September (Q3)**

Year: **2009**

Submission Type: **Original**

Prior Quarter Search

Year: **2009** Quarter: **October, November, December (Q4)**

[Reset](#) [Search](#)

Use the dropdown list to select source for copying and click on 'Search'.

Submitted Reports

- Select quarter and year to copy from and then select 'Next' to continue.
- To select a previous year's quarter, change search criteria above and select 'Search'.

There are no results found based on the date range entered.


Pending Reports

- To complete a saved and unprocessed report, select the record below and select "Next" to continue. To overwrite the saved copy, select a record from above and select "Next".

There are no results found based on the date range entered.

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4. The quarter you searched for will appear as shown below. Use the radio button to confirm it as source and click 'Next' to continue.



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Employer Information

Employer Account Number: **100**
Employer Name: **Employer**

Employment and Wage Detail Submission Process



Reporting Information

Employment and Wages Paid for the Quarter: **July, August, September (Q3)**

Year: **2009**

Submission Type: **Original**

Prior Quarter Search

Year: 2009 Quarter: April, May, June (Q2)

Reset
Search

Submitted Reports

- Select quarter and year to copy from and then select 'Next' to continue.
- To select a previous year's quarter, change search criteria above and select 'Search'.

	Year	Quarter	Total UI Gross Wages	Number of Records	Transaction Date
<input checked="" type="radio"/>	2009	April, May, June (Q2)	\$10,000.00	1	11/6/2009

Pending

- To copy from above, select the record below and select "Next" to continue. To overwrite the saved copy, select a record

There are records.

Previous
Next

Use the radio button to select this quarter as source. Click 'Next' to continue.

5. The screen shown in the next page will appear. You will see that only the name and SSN details of the employee from the previous quarter are copied. You also have the option to delete any record copied over.

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Employment and Wage Detail Submission Process

**Reporting Information**Employment and Wages Paid for the Quarter: **July, August, September (Q3)**Year: **2009**Submission Type: **Original****Employment and Wage Detail Records**

- Enter employee information in space provided. If additional rows are needed, please select 'Add'.
- To permanently delete an employee record from the employment and wage report check the 'Delete' checkbox and select 'Next' or 'Save'.
- If you have more than 25 employees and need to enter employee information across MULTIPLE pages:
 - Complete each page and select the next page number.
 - Do not click 'Next' until you have completed all pages.
- When selections are complete, select 'Save', or 'Next'.
- Please note that adjustments to the **MA Income Tax Amount Withheld** on the **Wage and Employment Report** will not amend the amount of withholding that you originally reported. If an adjustment to the **MA Income Tax Amount Withheld** of any employee results in an over/underpayment of your company's withholding tax, you must separately amend your withholding tax return(s) with the Department of Revenue (DOR). Employers filing withholding via DOR must use the **Amend Withholding** function available through their WFB account. Other employers should use DOR's **Amend Withholding** function, available at www.mass.gov/dor, to amend the withholding amount paid.

Only the SSN and name are copied from previous quarters. You must enter the other wage details manually.

Wage Detail Records

	SSN	Last Name	First Name	Number ?	Wages ?	MA Wages Subject to Withholding ?	MA Income Tax Amount Withheld ?	Delete
1	10	D	J	0				<input type="checkbox"/>
2								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								

Click on the checkbox and click 'Save' to delete a copied record.

[Previous](#) [Save](#) [Add](#) [Next](#)**Sort Criteria**

- To view a specific SSN or Last Name enter the appropriate data and select 'Search' to continue.

SSN: Last Name: [Search](#)[Reset](#)

6. Once you have modified all the information as necessary, click on 'Next' to continue.
7. From here on, the process is the same as the manual entry filing method. If required, refer to step 7 of the instructions for manual entry and continue to read from there.

FTP Method:

The secure FTP processes provide employers with extremely larger amounts of data (over 10,000 records) a method to submit information via an FTP folder. Special set-up is required for FTP submitters with secure access to individual employer folders. Data will be processed in over-night batch and acknowledgement files will be provided in separate FTP folder on the next day for review. Submission and error history will also be viewable online by logging onto the self-service application.

Please refer to the following sections of the addendum on details on the FTP method.

- Employment and Wage Submission Guidelines and Information
- Delimited File Format Specification
- ICSE File Format Specification
- EFW2 File Format Specification

VIEW EMPLOYMENT AND WAGE DETAIL HISTORY

This function allows you to view previously submitted employment and/or wage detail records for all quarters in a year or by individual quarters. You have the option to view original submissions and/or adjustments. You can also limit your search to a specific record by name/SSN. Additionally, the search can be limited to specific reporting units.

Step by step instructions are:

1. Navigate to the employment and wage detail home page using the instructions provided in the section – 'Navigating to Employment and Wage Detail Reporting'.
2. Click on the link: 'View Employment and Wage Detail History'. The following page will appear.

The screenshot displays the 'Massachusetts Department of Workforce Development' website. The header includes the department's logo and the date 'Wednesday, November 11, 2009'. A navigation bar contains links for 'Change Password' and 'Logoff'. On the left, a sidebar menu lists various options, with 'View Employment and Wage Detail History' highlighted. The main content area features a form titled 'Employment and Wage Detail History Search'. This form includes a section for 'Employer Information' with fields for 'Employer Account Number' (100) and 'Employer Name' (Employer). Below this is the search section with dropdown menus for 'Submission Type' (All), 'Year' (2009), and 'Quarter' (All), and text input fields for 'SSN', 'Last Name', 'First Name', 'Unit Number', and 'Detail Type' (UI Wages). At the bottom of the form are 'Search' and 'Reset' buttons.